NOTARY SERVICES

520.1 POLICY

The Thurston County Sheriff's Office Corrections Bureau will provide limited Notary services, by Corrections Notary members, which will allow inmates incarcerated in the Thurston County Corrections Facility (TCCF) and Correctional Options (inmate workers) to take care of personal obligations, in an effort to ensure the well-being of inmates, members, and the community.

520.2 REQUESTS FOR NOTARY SERVICES

All Inmate Electronic Request Forms (kites) asking for Notary services are routed to Reception/ Administration, specifically, the Corrections Support Supervisor, who will review and determine if the request is one which is allowed to be notarized by Corrections notary members.

520.2.1 FEES

(a) **If the inmate has $10.00 or more, the inmate will be charged for the Notary service.**

(b) **If the inmate has under $10.00, the inmate will be deemed indigent and no funds will be taken.**

(c) **If the inmate owes medical fees, the funds will be applied to this debt before they can be applied to Notary services.**

520.3 STAFF NOTARIES

(a) Corrections members who are recruited and designated Notaries will agree to provide services until their stamp expires. At the expiration period, re-application is not required unless the member agrees to continue to provide Notary services.

(a) Notary members must have their stamps available in the facility at all times.

(b) When a Notary receives a request from the Support Supervisor, or designee, for Notary services, the Notary will provide these services in a timely manner.

(a) Notaries will ensure that any services they provide are entered in their individual Notary Log, to include the type of document, date, time, acknowledgement of person, etc.

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